CCAP Enrollment Procedure

CCAP reimbursement is not guaranteed until the enrollment is established.

The following outlines the enrollment process and details the accompanying forms. Allowing families to attend your child care program without the completed enrollment process is a business decision. DCC discourages providing care without the enrollment being approved and established.

> ▶ When a CCAP case is approved, the parent will receive a DCC-94.1, Child Care Approval Notice. This does NOT mean that *enrollment has been established* or that payments will be made, only that the case is approved for CCAP services.
> ▶ **CCAP payments cannot begin until *enrollment is established*.**
> ▶ **A child will not appear on a Provider Billing Form (PBF) until *enrollment is established*.**
> ▶ To ***establish enrollment*** the parent must notify Family Support of their provider choice, a start date for the enrollment, and the care schedule needed. Once Family Support adds this information to an approved CCAP case, the system will generate a certificate overnight. The certificate will go out in the mail to the parent and appear in the Provider Portal, if portal consent was given by the parent.
> ▶ Once generated, the 3-page signed certificate is due back to the Family Support office within 10 days of the date at the top right-hand corner of the certificate (generation date). Parents are responsible for making sure the 3-page signed certificate is returned to Family Support.
> ▶ A certificate may be mailed, faxed, hand delivered, or returned through the Provider Portal. The portal is the most efficient method.
> ▶ Once the certificate has been returned, it is uploaded into the family's case and assigned as a processing task for Family Support staff. If all 3 pages are returned and signed by the parent and provider, the enrollment will be changed from pending to active in the case. This process generally takes 3-5 business days from the date the certificate was returned to Family Support.
> ▶ A DCC-117, Enrollment Approval Notice will be sent overnight to the provider after the enrollment is made active.   The DCC-117 lets the provider know the enrollment is active and CCAP payments will be made.